

# SUMMARY COURT-MARTIAL

U.S. v. \_\_\_\_\_  
*(Last, First, MI)* *(Rank)* *(EMPLID)*

\_\_\_\_\_  
*(Member's Unit)* *(CMD of CA)*

\_\_\_\_\_  
*Trial Date(s)* *Sentence Date* *Length of confinement*

## Record of Trial Checklist

Item	Present	N/A
1. RCM 1307 review		
2. Summary Court-Martial memorandum with all enclosures <small>(Must include summary of all evidence received at trial to prove each element of each offense of which the accused was found guilty.)</small>		
3. <b>Original</b> convening order*		
4. DD-458 (Charge sheet)* a. First offense: MMM/DD/YYYY b. Do charges involve Art. 112a or 128b? Yes / No (circle one) c. Preferral date: MMM/DD/YYYY d. Referral date: MMM/DD/YYYY e. Convening Authority Action date: MMM/DD/YYYY		
5. DD-2329, Record of Trial by Summary Court –Martial*		
6. Acknowledgement of Rights-Acceptance of SCM*		
7. Stipulation of fact (if any)*		
8. All documentary evidence*		
9. Proof of service on accused		
10. Matters filed by the <b>victim</b> under R.C.M. 1106A or any written waiver/declination of the right to submit such matters (if any)		
11. Matters filed by the <b>accused</b> under R.C.M. 1106 or any written waiver/declination of the right to submit such matters (if any)		
12. Any rebuttal matter(s) submitted by the accused or defense counsel in response to the victim's matters (if any)		
13. Extension requests to submit matters under R.C.M. 1106/1106A and any ruling on such matter (if any)		
14. Clemency request, (if any)		
15. Deferment request, (if any)		
16. Vacation of suspension, (if any)		
17. Forward case in Law Manager to CG-LMJ	<i>Date / Initials</i>	

\* Included as enclosure to the summary memorandum.

Notes to CG-LMJ Records Custodian:

  
  
  

Coast Guard Legal Technician/Paralegal: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Printed name & legal office)*

Trial Counsel: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Printed name & Signature)*